

Legislative Editor

The Office of Legislative Legal Services is recruiting to fill several full-time Legislative Editor positions.

Information about the Job:

The Office serves as legal counsel for and provides legal services to the Colorado General Assembly. It serves all legislators elected to the General Assembly equally, without regard to party affiliation or political views.

A Legislative Editor in the Office of Legislative Legal Services works with Staff Attorneys and other Legislative Editors in the preparation of bills, the annual publication of statutes, and the review of executive branch rules. Ideal candidates possess strong editing, writing, and communication skills.

The Office does not make or influence policy decisions. Employees of the Office do not attempt to influence members of the General Assembly, other state employees, or members of the public regarding policy matters or pending legislation. Given the nonpartisan nature of the Office, all employees are prohibited from engaging in certain political activities. Employees are also expected to maintain high ethical and confidentiality standards consistent with Office policies.

For more information about the Office and job functions of Legislative Editors, please visit our web site at <http://www.leg.colorado.gov/agencies/office-legislative-legal-services/employment-opportunities>

Principal Job Functions and Responsibilities of Legislative Editors:

A Legislative Editor performs a variety of functions, both independently and in a team environment. Job functions and responsibilities include, but are not limited to:

- Editing legislative bill drafts and amendments, legal memos, and other written documents for grammar, spelling, punctuation, understanding, and readability;
- Providing constructive feedback to Staff Attorneys and coworkers regarding the editing of bills and other documents;
- Proofreading and examining various materials by reading aloud with another Legislative Editor and inputting handwritten revisions into a computer;
- Reviewing and preparing the Colorado statutes for publication;
- Drafting resolutions and memorials;
- Performing legal research; and
- Prioritizing multiple tasks, working efficiently within time constraints and deadlines, and handling stressful situations.

A Legislative Editor may also be asked to staff legislative committees or serve as an amendment clerk in the House or Senate chambers, which involves working directly with legislators and other legislative staff.

The complete job description can be found at:

<http://www.leg.colorado.gov/agencies/office-legislative-legal-services/legislative-editor-job->

description

Education:

Applicants must possess an undergraduate degree from an accredited four-year institution of higher education.

Salary:

\$4,224/month plus benefits, including medical, dental and vision insurance; life insurance and short-term disability insurance; employer contributions to retirement; annual paid vacation and a compensation time policy; and a monthly transit allowance. OLLS Legislative Editors may also qualify for a public service loan forgiveness if they meet certain requirements while employed full-time in public service.

How to Apply:

Submit cover letter expressing interest in the position and current resume to olls.ga@state.co.us

Cover letters and resumes **must be received by the OLLS no later than September 7, 2021.**

Applicants selected for interviews are also required to complete a formal employment application, including providing at least three professional references, and to complete an editing skills test. A finalist for a Legislative Editor position will be required to pass a basic criminal history check.

The Office of Legislative Legal Services is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.